



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

JONATHAN E. FREEDMAN
Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 240-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov



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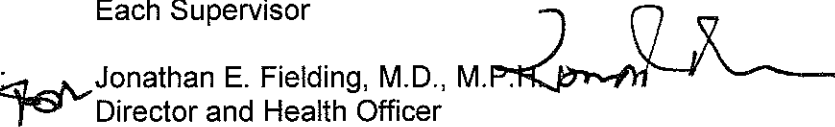
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February 4, 2011

TO: Each Supervisor

FROM:  Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

**SUBJECT: NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE
AN AGREEMENT FOR THE EMERGENCY PREPAREDNESS AND
RESPONSE PROGRAM**

This is to inform you that I am exercising the delegated authority approved by your Board on July 13, 2010, which permits the Department of Public Health (DPH) to enter into agreements related to public health emergency preparedness and response to public health threats and/or emergencies with the contract maximum obligations not to exceed \$500,000 per service agreement, not to exceed a twelve-month term, 100 percent funded by the Centers for Disease Control and Prevention (CDC), subject to review and approval by County Counsel and the Chief Executive Office (CEO), and notification to your Board.

In 2009, the World Health Organization (WHO) declared the first influenza pandemic in over 40 years. Congress appropriated funds to the Public Health Emergency Response (PHER) program for state and local pandemic response.

On August 10, 2010, WHO declared that the world had entered the post-H1N1 influenza pandemic period. Based on previous pandemics, H1N1 is expected to cause local outbreaks throughout the world.

On August 26, 2010, the CDC notified PHER grantees of an 11-month extension, in addition to a prior 30-day extension (12 months), for all PHER funds through July 30, 2011 to continue reasonable and allocable PHER activities, and to initiate new activities to improve pandemic preparedness by implementing improvements based on departmental evaluation of response activities.

On November 5, 2010, DPH provided a plan to your Board regarding use of the remaining PHER funds. The plan included the execution of sole source agreements in excess of \$250,000 with Maxim Health Systems (Maxim) and other entities, companies, and/or corporations.

Honorable Board of Supervisors
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Using this delegated authority, I will execute a sole source agreement with Maxim at a total proposed cost of \$500,000, funded by the CDC PHER funds Notice of Award Number 1H75TP000350-01 Extension 09-10 for federal fiscal year 2010-11 and is effective upon execution by the parties though July 30, 2011. Maxim was selected based on their strong experience and background in serving Los Angeles County to provide public health emergency preparedness and response services.

Under this agreement, Maxim will provide assistance and support to administer mass vaccination at schools that have the capacity to hold school-based vaccination clinics and community vaccination clinics.

Maxim has been in business for more than 20 years providing allied health staffing for both the public and private sector in the U.S. and internationally. Maxim specializes in providing nursing, physician, and administrative staffing support services, and has particular expertise in delivering on-site, comprehensive flu vaccination services. As a nationwide distributor of seasonal flu vaccine each year, Maxim provides trained staff (including specialized nurses for vaccinating infants and children), flu vaccine, ancillary supplies, and all required forms and handouts required to administer the flu vaccine. In addition, Maxim provides administrative staff to collect all required documentation and perform data entry. Maxim also carries its own liability coverage.

Specifically, Maxim's unique comprehensive vaccination services and its proven record, make them an ideal partner with the County in the rapid delivery of vaccine to children who remain the most vulnerable to influenza.

County Counsel has approved the agreement as to form. County Counsel and the CEO have reviewed and approved this delegated authority action.

Attached is a Sole Source Checklist which has been approved and signed by the CEO.

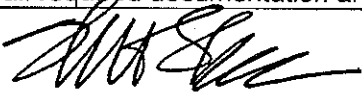
If you have any questions or require additional information, please let me know.

JEF:ev
DA #01757

Attachment (1)

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

**SOLE SOURCE CHECKLIST
MAXIM HEALTH SYSTEM**

Check (✓)	JUSTIFICATION FOR SOLE SOURCE PROCUREMENT OF SERVICES <i>Identify applicable justification and provide documentation for each checked item.</i>
	➤ Only one bona fide source for the service exists; performance and price competition are not available.
✓	➤ Quick action is required (emergency situation)
	➤ Proposals have been solicited but no satisfactory proposals were received.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.
	➤ It is most cost-effective to obtain services by exercising an option under an existing contract.
	➤ It is the best interest of the County (e.g., administrative cost savings, too long a learning curve for a new service provider, etc.).
✓	Other reason. On November 5, 2010, DPH provided a plan to your Board regarding use of the remaining PHER funds. The plan included execution of sole source agreements in excess of \$250,000 with the Maxim Health Systems. Maxim will be providing Activity 5, as stated on the PHER Extension Summary (11/05/10), of providing assistance and support to administer mass vaccination at schools that have the capacity to hold school-based vaccination clinics. Maxim has been in business for more than 20 years providing allied health staffing for both the public and private sector in the U.S. and internationally. Maxim specializes in providing nursing, physician, and administrative staffing support services, and has particular expertise in delivering on-site, turnkey flu vaccination services. As a nationwide distributor of seasonal flu vaccine each year, they provide trained staff (including specialized nurses for vaccinating infants and children), flu vaccine, ancillary supplies and all required forms and handouts required to administer flu vaccine. In addition, they provide administrative staff to collect all required documentation and perform data entry.
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  _____ Sheila Shima Deputy Chief Executive Officer, CEO </div> <div style="width: 45%; text-align: right;"> 1/30/11 _____ Date </div> </div>